



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
JANUARY 13, 2011**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:32 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, January 13, 2011.

ROLL CALL

COMMISSION MEMBERS PRESENT: *William Sendt*, Vice Chairperson
Raphael Courtney, Commissioner
Martin Martinez, Commissioner

COMMISSION MEMBERS ABSENT: *Jerry Cano*, Chairperson
Leticia Camacho, Commissioner

STAFF PRESENT: *Stacey Stevenson*, Human Resources Director
Lilia Muñoz, Human Resources Technician

REPRESENTATIVES PRESENT: *Claudia Silva*, City Attorney

SALUTE TO THE FLAG

Commissioner Courtney led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Special Meeting of November 18, 2010

Action: Motion made by Courtney, seconded by Martinez, and unanimously carried to approve the special minutes of November 18, 2010 as presented.

REPORTS FOR FILE

Personnel Report Report of Vacancies

HR Director Stacey Stevenson noted that we are up to 70 vacancies with the majority of positions frozen, and that most of the positions that are not frozen are recent vacancies that are likely to be frozen in the new budget year. However, we will be filling safety sensitive positions, for example Fire Engineer and Police positions.

Action: No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

Request to create a new classification titled Deputy City Attorney

HR Director Stacey Stevenson discussed the creation of a new classification and the accompanying class specification for the City Attorney's Office. Ms. Stevenson informed the Commission that the creation of Deputy City Attorney would be below the professional staff the City Attorney's Office currently has: City Attorney and Senior Assistant City Attorney. She also stated that the creation of the position is the first step in a number of steps and reviews prior to filling the position.

City Attorney Claudia Silva was in attendance and answered questions from the Commission. Further discussion ensued on the request and structure of the City Attorney's Office.

Action: Motion made by Courtney, seconded by Martinez, and unanimously carried to create a new classification titled Deputy City Attorney.

Request to exempt Deputy City Attorney from classified service

HR Director Stacey Stevenson requested that the position be exempt from classified service, due to the high sensitivity and level of decision making of the position. Ms. Stevenson also noted that the professional staff in the City Attorney's Office are exempt. City Attorney Claudia Silva answered questions from the Commission, and discussion ensued.

Action: Motion made by Martinez, seconded by Courtney, and unanimously carried to exempt Deputy City Attorney from classified service.

NEW BUSINESS

None

STAFF COMMENTS

HR Director Stacey Stevenson invited the members of the Commission to the mid-year Budget Workshop on Saturday, February 5, 2011 at 9:00 a.m. at the Council Chambers. Discussion ensued.

Commissioner Sendt requested training to become more educated and deal more effectively with situations that may occur. HR Director Stacey Stevenson agreed to put together some internal training in the areas of labor law and/or HR procedures.

COMMISSIONER COMMENTS

None

ADJOURNMENT

Action: Motion made by Courtney, seconded by Martinez, and unanimously carried to adjourn the regular meeting at 6:22 p.m., Thursday, January 13, 2011, to the next regular meeting of the Civil Service Commission on Thursday, March 10, 2011, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



VICE CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.